

ASSIGNMENT 10

Textbook Assignment: "Collections," chapter 12, and "Reports and Returns," chapter 13.

- 10-1. Which of the following transactions is covered by collection vouchers?
1. Treasury checks cashed by the disbursing officer
 2. Personal checks cashed by the disbursing officer
 3. All funds received by the disbursing officer
 4. Each of the above
- 10-2. Which of the following officials prepares the collection voucher for an indirect collection?
1. The disbursing officer
 2. The collection agent
 3. The comptroller officer receiving credit of the collection
 4. The comptroller officer of the activity being charged for the collection
- 10-3. When a collection is held in a suspense account by the Navy and will be paid eventually to an individual, the collection is credited to which of the following accounts?
1. 17F3880
 2. 17F3875
 3. 17X6875.1220
 4. 17X6875.1250
- 10-4. What country code is used on CVs covering other than refunds?
1. The United States
 2. The location of the disbursing officer
 3. The location of the activity receiving credit of the collection
 4. The country where the remitters are located
- 10-5. A Treasury check is considered undeliverable only if such check has not been delivered to the payee within what maximum period of time after the month of issue?
1. 60 days
 2. 75 days
 3. 90 days
 4. 180 days
- 10-6. When processing a cash collection of MMPA overpayment, you should use what forms (a) to support the collection and (b) to report the collection to DFAS - Cleveland Center?
1. (a) NAVCOMPT Form 2277;
(b) NAVCOMPT Form 3055
 2. (a) NAVCOMPT Form 2277;
(b) NAVCOMPT Form 3060
 3. (a) NAVCOMPT Form 3055;
(b) NAVCOMPT Form 2277
 4. (a) NAVCOMPT Form 3060;
(b) NAVCOMPT Form 2277
- 10-7. You received a PAA for excess cost of shipment of household goods and the member elected to pay the excess cost by a cashier's check. What form(s) should you prepare to support the collection?
1. NAVCOMPT Form 2277 only
 2. NAVCOMPT Form 3055 only
 3. NAVCOMPT Form 3056 only
 4. NAVCOMPT Forms 2277, 3055, and 3056
- 10-8. Normally, amounts collected for loss of government property are credited to what appropriation?
1. 17-1804
 2. 17-7035
 3. 17X6875
 4. 173019

- 10-9. The ship's store and food service officers submit end-of-the-month reports of ship's stores sales and sale of meals. The disbursing officer retains how many total copies of the (a) DD Form 1149 and (b) NAVSUP Form 1357 for the financial returns?
1. (a) Three copies;
(b) original and three copies
 2. (a) Two copies;
(b) original and two copies
 3. (a) Original and three copies;
(b) three copies
 4. (a) Original and two copies;
(b) two copies
- 10-10. After the disbursing officer signs the Rations and Sales Report, what is the disposition of the original copy?
1. Included in package 1 of the financial returns
 2. Included in package 2 of the financial returns
 3. Retained by the disbursing officer for his or her files
 4. Returned to the food service officer
- 10-11. When the disbursing officer uses a logbook to record negotiable instruments deposited, what information is shown in the log?
1. Serial number
 2. Date
 3. Drawer
 4. Each of the above
- 10-12. A prescribed stamp endorsement is required on what part of the checks or negotiable instruments before depositing?
1. Back left-hand edge
 2. Back center
 3. Front left-hand edge
 4. Front center
- 10-13. A disbursing officer aboard a deployed ship must make deposits at least how often?
1. Daily
 2. Once a week
 3. Twice a month
 4. Once a month
- 10-14. Canceled checks are deposited on separate deposit tickets not later than what date of the month?
1. 15th
 2. 20th
 3. 25th
 4. End of the month
- 10-15. Which copies of the deposit ticket are submitted to the depository (bank) with the deposit?
1. Original, depository, and confirmed copies
 2. Original, memorandum, and depository copies
 3. Original, depository, and agency copies
 4. Original, agency, and confirmed copies
- 10-16. What action is taken by the disbursing officer upon receipt of a member's second bounced check?
1. Sends a written warning to the member
 2. Suspends the member's check-cashing privileges for 3 months
 3. Suspends the member's check-cashing privileges for 6 months
 4. Revokes the member's check-cashing privileges
- 10-17. How are collections recorded in the cashbook?
1. Decrease in cash and decrease in accountability
 2. Decrease in cash and increase in accountability
 3. Increase in cash and decrease in accountability
 4. Increase in cash and increase in accountability

- 10-18. What is the normal accounting period for financial returns?
1. Fiscal quarter
 2. 30-day month
 3. Calendar month
- 10-19. On what date will the first accounting period end for a new disbursing officer who assumes responsibility for funds on 18 March?
1. 31 March
 2. 1 April
 3. 18 April
 4. 30 April
- 10-20. Financial returns for the accounting period ending 31 July must be mailed no later than what date?
1. 31 July
 2. 1 August
 3. 3 August
 4. 10 August
- 10-21. Normally, how often is the cashbook (a) posted and (b) closed and balanced?
1. (a) Weekly;
(b) last day of the month only
 2. (a) Weekly;
(b) end of the accounting period
 3. (a) Daily;
(b) last day of the month only
 4. (a) Daily;
(b) end of the accounting period
- 10-22. Which of the following statements is correct concerning posting and maintenance of the cashbook?
1. It is posted weekly
 2. Agent cashiers maintain cashbooks
 3. Entries are made in ink
 4. Erroneous entries are erased and correct data entered
- 10-23. What manual contains procedural instructions for the posting and maintenance of the cashbook?
1. NAVCOMPT Manual, volume 2
 2. NAVCOMPT Manual, volume 4
 3. PAYPERSMAN
 4. SDSPROMAN, volume I
- 10-24. How many copies of the Standard Form 1219 are submitted with the financial returns?
1. Original only
 2. One copy only
 3. Original and one copy only
 4. Original and two copies
- 10-25. What is the primary document of the disbursing officer's financial returns?
1. Financial Transaction Report
 2. Report of Collections
 3. Report of Disbursements
 4. Statement of Accountability
1. Line 2.1
 2. Line 4.1
 3. Line 4.2
 4. Line 5.00
- Figure 10-A
- IN ANSWERING QUESTIONS 10-26 THROUGH 10-29, REFER TO FIGURE 10-A. DETERMINE WHICH LINE OF THE STANDARD FORM 1219 IS USED TO ENTER THE COLUMNAR TOTAL OF THE CASHBOOK USED AS THE QUESTION.
- 10-26. Total of column (7).
- 10-27. Total of column (4).
- 10-28. Total of columns (12) and (13).
- 10-29. Total of column (6) less column (5).

- 10-30. The amount shown for the caption Total Accountability Close of Period on the Statement of Accountability should equal with the total assets amount of the balanced cashbook.
1. True
 2. False
- 10-31. Line 20.0 of the Schedule of Deposit Activity includes only the total of confirmed deposits for the period of the report.
1. True
 2. False
- 10-32. After the documents comprising the financial returns are arranged into groups, a separate adding machine tape for which group of documents should be prepared?
1. Collection vouchers
 2. Public vouchers
 3. Military payrolls
 4. Each of the above
- 10-33. The total of what group of documents must equal the total gross disbursements (column 6) of the cashbook?
1. Payrolls only
 2. PVs only
 3. Payrolls and PUS
- 10-34. The financial returns are comprised of a total of how many packages?
1. One
 2. Two
 3. Three
 4. Four
- 10-35. Financial returns are transmitted using what form?
1. NAVCOMPT Form 245
 2. NAVCOMPT Form 379
 3. NAVCOMPT Form 2183
 4. NAVCOMPT Form 3051
- 10-36. Disbursing officers that do not have magnetic tape capability submit their checking account returns to what activity?
1. Appropriate FAAOC
 2. NRFC, Washington
 3. DFAS - Cleveland Center
- 10-37. What is the primary document used in the rendition of the checking account returns?
1. Standard Form 1198
 2. Standard Form 1164
 3. Standard Form 1179
 4. Standard Form 1219
- 10-38. The list of spoiled checks is included on the interim transmittals of checking account returns.
1. True
 2. False
- 10-39. Normally, checking account returns sent to a FAADC are required to be submitted no later than what date?
1. Last day of the accounting period
 2. First workday of the month following the end of the accounting period
 3. Third workday of the month following the end of the accounting period
 4. Fifth workday of the month following the end of the accounting period
- 10-40. When operation MINIMIZE on message traffic is in effect, the Message Report of Statement of Accountability and Disbursements and Collections will take precedence over MINIMIZE and will be transmitted as required.
1. True
 2. False

10-41. The Message Report of Statement of Accountability and Disbursements and Collections for February must be submitted by what workday in March?

1. First
2. Second
3. Third
4. Fifth

10-42. Which of the following special financial reports is submitted monthly and lists the totals of collection vouchers, public vouchers, and payrolls by appropriations and subheads?

1. Statement of Accountability
2. Message Report of Statement of Accountability and Disbursements and Collections
3. Foreign Currency Report
4. Checking Account Returns

1. Code 1
 2. Code 4
 3. Code 7
 4. Code 8

Figure 10-8

IN ANSWERING QUESTIONS 10-43 THROUGH 10-46, REFER TO FIGURE 10-8. SELECT THE CATEGORY CODE TO BE USED IN THE MESSAGE REPORT OF DISBURSEMENTS AND COLLECTIONS FOR THE TRANSACTION USED AS THE QUESTION.

10-43. Special payment made on payroll number N585.

10-44. Collections from the ship's store while deployed to the Mediterranean.

10-45. Collection from the ship's store while in port at San Diego.

10-46. Payment of a dealer's bill for the ship's store stock.

10-47. The original of the Foreign Currency Report for June must be mailed not later than what date?

1. 1 July
2. 5 July
3. 10 July
4. 15 July

10-48. Which of the following government agencies requires an annual Prompt Payment Act report from DOD?

1. Department of the Treasury
2. Department of Justice
3. General Accounting Office
4. Office of Management and Budget

10-49. What disposition is made of blank checks that are in the custody of the disbursing officer upon relief?

1. They are destroyed
2. They are transferred to the relieving disbursing officer
3. They are returned to the Treasury Department
4. They are voided and submitted with the final checking account returns

10-50. In what way is the transfer of official funds to a relieving disbursing officer documented?

1. A certificate of transfer is included on the relieved officer's final Statement of Accountability
2. A certificate of transfer is incorporated in the relieving letter
3. A transfer of official funds report is submitted
4. Acknowledgment is recorded on a Cash Receipt Certificate

- 10-51. When a relieving disbursing officer is not satisfied with the condition of the records and accounts of the disbursing officer being relieved, a detailed report will be submitted to what official?
1. Commanding officer
 2. Chief of Naval Operations
 3. Comptroller of the Navy
 4. Chief of Naval Personnel
- 10-52. Upon commencement of disbursing duty, a disbursing officer is required to notify the Department of the Treasury by letter that contains what information?
1. Disbursing station symbol number
 2. Name of the activity
 3. Opening date of the account
 4. Each of the above
- 10-53. What is considered the most important task that a relieving disbursing officer must perform upon commencement of disbursing duty?
1. Order all required official publications not on hand
 2. Appoint all required deputy disbursing officers and agent cashiers
 3. Change the combinations of all safes
 4. Make sure there are currently on file applicable letters of appointment
- 10-54. When a disbursing officer afloat is detached with relief, the retained disbursing records are left in the custody of the relieving officer for what maximum period of time from the date of detachment of the officer relieved?
1. 60 days
 2. 90 days
 3. 120 days
 4. Until no longer needed for settlement action
- 10-55. When a disbursing officer ashore is detached with relief, the retained disbursing records are left in the custody of the relieving officer for what maximum period of time from the date of detachment of the officer relieved?
1. 60 days
 2. 90 days
 3. 120 days
 4. Until no longer needed for settlement action
- 10-56. What transmittal form is used to ship retained disbursing records to the appropriate federal records center?
1. Standard Form 135
 2. Standard Form 379
 3. NAVCOMPT Form 2183
 4. NAVCOMPT Form 3051

COURSE COMPLETION/DISENROLLMENT FORM
(Refer to instructions in front of course)

PLEASE PRINT CLEARLY

DISBURSING CLERK 3&3	82658
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NONRESIDENT TRAINING COURSE (NRTC)

NAVEDTRA NUMBER

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NAME, RANK, RATE, CIVILIAN

SSN

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YOU SHOULD RETAIN THE TRAINING MANUAL AND THE ASSIGNMENT BOOKLET IF THEY ARE NOT CLASSIFIED. If CLASSIFIED, submit the material to your command for proper disposition of CLASSIFIED material. A letter of satisfactory completion will be issued to you after your last assignment is received and processed. This form should be included when you send in the last assignment. If the training manual and NRTC courses are designated with distribution statements B, C, D, E, F, or X, and you decide to dispose of the material, you must destroy the material to prevent disclosure of contents or reconstruction of the document.

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In the event of disenrollment, submit this form to the address below with any unused ADP answer sheets. You need not return any other course material. If the course material is CLASSIFIED, you must submit the material to your command for proper disposition of CLASSIFIED material. If the training manual and NRTC courses are designated with distribution statements B, C, D, E, F, or X, and you decide to dispose of the material, you must destroy the material to prevent disclosure of contents or reconstruction of the document.

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Under authority of Title 5, USC 301, information regarding your military status is requested to assist in processing your comments and prepare a reply. This information will not be divulged, without written authorization, to anyone other than those within DOD for official use in determining performance.

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ZIP CODE _____

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PENSACOLA FL 32509-5237

Subj: NRTC DISBURSING CLERK 3&2, NAVEDTRA 82658

1. The following comments are hereby submitted:

PRIVACY ACT STATEMENT

Under authority of Title 5, USC 301, information regarding your military status is requested to assist in processing your comments and prepare a reply. This information will not be divulged, without written authorization, to anyone other than those within DOD for official use in determining performance.

.....(Fold along dotted line and staple or tape).....

.....(Fold along dotted line and staple or tape).....
DEPARTMENT OF THE NAVY

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PENSACOLA FL 32509-5237

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COMMANDING OFFICER
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6490 SAUFLEY FIELD RD
PENSACOLA FL 32509-5237

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NAME _____ ADDRESS _____
Last First Middle Street/Ship/Unit/Division, etc.

RANK/RATE _____ SOC. SEC. NO. _____ City or FPO _____ State _____ Zip _____
DESIGNATOR _____ ASSIGNMENT NO. _____

☐ USN ☐ USNR ☐ ACTIVE ☐ INACTIVE OTHER (Specify) _____ DATE MAILED _____

SCORE

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